

## **AMTRAN**

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday December 19, 2018, at 8:00 a.m., at the TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Vice-Chairman Dick Moran called the meeting to order at 8:00 a.m.

At Dick's request, a roll call was taken.

**Board members present:** Dick Moran, Tony Roscia and Denny Stewart

**Board members absent:** Scott Cessna, Mike Robinson, Bob Reifsteck and Bruce Kelly.

**Others present:** Eric Wolf, Attorney Benjamin (Beard Legal Group), Anthony Stever Daniell Spila (PennDot), Josh Baker, Gary Williams, Ray Kennedy, Mandy Murphy, Sue Mckelvey and Brent Cartwright (EADS)

**Public Comment Period:** There were no public comments to record.

**Approval of Minutes:** No quorum to vote

**Treasurer's Report:**

Financial Statement for December 19, 2018 Board Meeting

Total disbursements from Nov 1, 2018 through Dec.19, 2018 were \$6,364,799.07.

Total budgeted operating and paratransit expenses year to date through Nov 30, 2018 were \$2,342,433.33.

Actual operating and paratransit expenses year to date through Nov 30, 2018 were \$1,934,098.88.

Year to date we are \$408,334.45 under budget.

Insurance is paid through December 2018.

Pension will be paid with the December 20th payroll.

Operating payables are current through Dec 19, 2018.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Nov 8, 2018	(Federal)	27,133.88
Nov 8, 2018	(State)	3,049.00
Nov 8, 2018	(457 Transfer)	722.24
Nov 8, 2018	(Payroll Transfer)	64,662.74
Nov 22, 2018	(Federal)	27,013.75
Nov 22, 2018	(State)	3,043.47
Nov 22, 2018	(457 Transfer)	722.24
Nov 22, 2018	(Payroll Transfer)	25,993.80
Nov 29, 2018	(Federal)	6,105.81
Nov 29, 2018	(State)	808.88
Nov 29, 2018	(Payroll Transfer)	21,034.68
Nov 30, 2018	(TPA Transfer)	491.00
Nov 30, 2018	(Medical TPA Transfer)	289,268.09
Dec 6, 2018	(Federal)	42,335.97
Dec 6, 2018	(State)	4,433.71
Dec 6, 2018	(457 Transfer)	722.24
Dec 6, 2018	(Payroll Transfer)	96,640.87
Add Check Register Total		5,711,482.39
<i>Total Expenses</i>		<i>6,364,799.07</i>

Dick asked if there were any questions and this will be voted on in Jan. 2019 meeting.

### **General Managers Report**

Eric began by informing the board AMTRAN will have several employee retirements effective January 2019. There have also been new hires.

AMTRAN is getting back to the point that the drivers' roster is fully staffed. Dispatch has been working hard on covering the runs, and the drivers have been stepping up to cover everything. Both of which are greatly appreciated.

Eric stated he will be able to give a more complete report on this at the January board meeting.

### **Transit Performance Review**

Eric reminded the board that every five years as required by Act 44 of 2008, PennDot does a transit performance review. AMTRAN's first was in 20012 and the second one 2017. There has been a delay due to PennDot working on improvements to the process. Eric distributed printed copies at the October 31 meeting and subsequently emailed an electronic copy to all board members.

Anthony Stever, and Danielle Spila from PennDOT attended the December 19 meeting to review AMTRAN's Transit Performance Review. Eric then turned the meeting over to them.

Anthony explained this review system is make sure all transit agencies are spending their increase in funding responsibly.

This review had PennDot meeting with all staff, going over data, and finances then they develop a report on best practices and area's needed for improvement.

Part of this report requires that PennDot meets with the boards of the transit agencies and educate them on the importance of the board, action plan and process.

The board plays two big rolls in the performance review by setting the direction for the agency and ability to focus on performance.

Eric stated that one in important item to note was that this report stated PennDot looked at the effort's over the past five years and said it was clear AMTRAN was striving to meet performance goals. He appreciated PennDot seeing that.

Anthony wants to continue with open communication and real-time problem solving. He stated on the next round, if there are problems and if no effort is made to improve on these there could be a five percent reduction in funding. He went into detail on these areas and then asked if there were any questions.

There was a short question and answer session.

The next step will be for staff to formulate an Action Plan in response to the review's recommendations which will then be approved by the Board of Directors.

## **Architecture and Engineering Contract-approval**

AMTRAN is wrapping a five-year contract with The EADS Group at the end of the year. AMTRAN advertised a Request for Proposals and received several inquiries. The deadline for proposals is December 17. Two proposals came in one from EADS Group and Stiffler, McGraw.

Josh talked with the board and stated that the main issue on this bid were the qualifications of the firm. The proposals were looked at on their own merits and not against each other. EADS Group had the highest scoring on the qualifications.

The next step will be to discuss with EADS the cost structure. This will be a three-year contract with extension if the cost and performance meet AMTRAN's expectations.

There was a short question and answer session on this and will be voted on at a later meeting.

## **Company Vehicle Usage Policy**

AMTRAN is proposing a Company Vehicle Usage Policy. Mandy reviewed this proposed policy for the board. There will be action on this at the January board meeting.

## **Bus Disposal**

As a result of taking delivery of ten new buses in October, we will be disposing of ten 2000 and 2005 buses via an online public auction.

AMTRAN will respectfully requests authorization to dispose of ten buses at the next board meeting. There will be action on this at the January board meeting.

## **Nominating Committee**

Secretary Mike Robinson volunteered to lead a committee to propose a roster of board officers to be voted on at the January 16 board meeting.

FYI, Mike Robinson has been re-appointed to the AMTRAN board by the City of Altoona. No reappointments by Logan Township this year.

## **Capital Project update**

AMTRAN has several capital projects awaiting funding. Brent Cartwright gave an update.

- Repair garage floor drains, remove old oil/water separator, fill in maintenance pit.
- Upgrade maintenance restrooms and showers for ADA and other amenities.
- Security project for Admin Building.
- Additional parking lot lighting near CNG fueling station for post-trip inspections.
- Additional storage garage.

There was a short question and answer session on the projects with no board action required.

The board adjourned with no further business.

Respectfully submitted by  
Susan C. McKelvey, Administrative Assistant